



VACANCY ANNOUNCEMENT
May 25, 2012

Part Time Office Assistant

The Kansas Secretary of State is hiring a Part Time Office Assistant to serve in the Elections and Legislative Matters division. This position will be primarily responsible for: 1) assisting customers, 2) providing office coverage, and 3) supporting full time employees.

Work Examples

Assist walk-in customers and answer customer inquiries via email and telephone; process voter registration applications and cancellations; conduct basic research; assist with mailings and copy work; assist with publication of books (Election Statistics, Election Laws, Election Standards); assist with law book mailings and deliveries; work with the statewide voter registration database; assist full time employees as necessary.

Job Requirements

- Strong interpersonal skills including the ability to work in an office environment while maintaining a high degree of professionalism by demonstrating respect for customers, co-workers and supervisors
- Effective communication skills including the ability to actively listen and pleasantly share information with others in person, by telephone and via email.
- Proven ability to understand office processes and procedures including knowing when it is appropriate to proceed independently, and when it is proper to ask for guidance.
- Proficient in the use of general office equipment (computer, phone, fax, copier, etc.) and comfortable learning new processes and adapting to change.
- Working knowledge of Microsoft Office products (particularly MS Word and Excel).

Salary and Hours

This is a part time, non-benefits eligible position. The Secretary of State's hours of operation are Mon through Fri, 8:00 am to 5:00 pm. The successful candidate will be able to work at least 20-25 hours per week. The starting salary for this position will be \$8.60/hr.

Application Deadline

The deadline to submit all application materials is **8:00 am, Monday, June 11, 2012.**

Application Requirements (2)

- Kansas Secretary of State Employment Application – Please visit us online to complete an application, or to obtain a copy for mail, fax, e-mail or hand delivery.
http://www.kssos.org/about/about_resources_job.asp.
- Resume – May be submitted electronically as an e-mail attachment, mailed, faxed or hand delivered.

Employment Philosophy

The goal of the Office of the Secretary of State is to hire the best available employee. The office does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status or disability status in the employment and treatment of its employees or in the admission or access to its programs and activities. The Secretary of State's office is an equal opportunity employer.

Contact Information

For information regarding your application or the application process please contact Mike Brassel.

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